



SC-PAY GRADE 10

## **CODE ENFORCEMENT OFFICER I**

### **DUTIES AND FEATURES OF THE CLASS:**

The employee in this class performs routine inspections of residential buildings under construction to determine compliance with adopted building codes. Inspections are conducted independently and in accordance with departmental regulations and established technical standards.

### **EXAMPLES OF WORK:**

Inspects residential buildings throughout the entire course of construction, alteration and repair as frequently as necessary for adequacy of foundation, structural safety and conformity of the entire structure with approved plans and minimum code requirements; discusses construction, alteration and repair of buildings/structures with contractors, property owners, and other interested parties explaining and interpreting building codes and ordinances; assists with special investigations upon request; prepares reports of inspections performed covering conditions found, actions taken and recommendations made for further actions; appears in court as necessary; attends meetings as required; performs related office work as required, which may consist of helping with plan reviews.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of applicable County adopted building codes, materials, methods, and practices used in building construction; some knowledge of legal procedures as related to the enforcement of ordinances and codes; ability to recognize faulty construction or hazardous conditions and recommend effective corrective measures; ability to read and interpret building construction plans and specifications and recognize deviations from such plans in the construction process; ability to enforce codes and regulations firmly, tactfully and impartially; ability to establish and maintain effective working relationships with co-workers, contractors, property owners, representatives from other agencies and the public.

**QUALIFICATIONS:**

Minimum High School diploma or GED with at least two (2) years' experience in a building construction trade is required or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities; must be able to obtain and maintain certification as a Residential Building Inspector by passing an ICC certification exam within 12 months in position; must have basic computer operating skills and have working knowledge of Microsoft Office Products (Outlook, Word, Excel) and related pertinent applications; excellent communication skills both orally and in writing.

**ADDITIONAL REQUIREMENTS**

- Direct Deposit Required
- 35-hour work week (Monday - Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 5/2015